

AGENDA

COMMITTEE ON FINANCE

**November 5, 2003
Mayor and All Aldermen**

**Upon Recess of BMA
Aldermanic Chambers
City Hall (3rd Floor)**

1. Mayor Baines calls the meeting to order.

2. The Clerk calls the roll.

3. Resolution: **(A motion is in order to read by title only.)**

“Amending the FY 2004 Community Improvement Program, authorizing and appropriating funds in the amount of Six Thousand Six Hundred Eighty Two (\$6,682.00) for the FY2004 CIP 810704 Archival Conservation Grant Program.”

A motion is in order that the Resolution ought to pass and be enrolled.

4. CIP Budget Authorization:

810704 Archival Conservation Grant

A motion is in order that the CIP budget authorization be approved, subject to final adoption of the related resolution.

5. If there is no further business, a motion is in order to adjourn.

City of Manchester New Hampshire

In the year Two Thousand and Three

A RESOLUTION

“Amending the FY 2004 Community Improvement Program, authorizing and appropriating funds in the amount of Six Thousand Six Hundred Eighty Two (\$6,682.00) for the FY2004 CIP 810704 Archival Conservation Grant Program.”

Resolved by the Board of Mayor and Aldermen of the City of Manchester as follows:

WHEREAS, the Board of Mayor and Aldermen has approved the 2004 CIP as contained in the 2004 CIP budget; and

WHEREAS, Table 1 contains all sources of State, Federal and Other funds to be used in the execution of projects; and

WHEREAS, the Board of Mayor and Aldermen wishes to accept a grant from the New Hampshire State Library in the amount of \$6,682.00 for the restoration and archiving of City records;

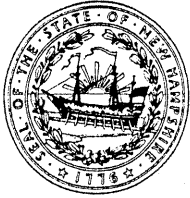
NOW, THEREFORE, be it resolved that the 2004 CIP be amended as follows:

By adding:

FY2004 810704 – Archival Conservation Grant Program - \$6,682.00 Other

Resolved, that this Resolution shall take effect upon its passage.

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STATE OF NEW HAMPSHIRE

NEW HAMPSHIRE STATE LIBRARY



Department of Cultural Resources • Division of Libraries

20 Park Street • Concord, New Hampshire 03301

October 20, 2003

Ms. Sally Fellows
City of Manchester
One City Hall Plaza
Manchester, NH 03101

Re: Conservation License Plate Grant Award Letter

Dear Ms. Fellows:

I am delighted to inform you that the New Hampshire State Library, a division of the Department of Cultural Resources, has awarded a conservation grant of \$6,682.00 to support your project entitled "Restoration of the Manchester Common Council Records 1856-1915." By now you should have received a letter from State Librarian, Michael York telling you the good news. I join him in congratulating you on your accomplishment! This grant is made possible by appropriations from the Governor and State Legislature to the Department of Cultural Resources.

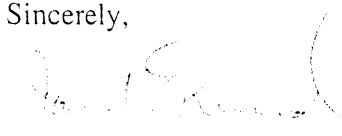
To accept your grant, please process the enclosed contract materials promptly. An instruction sheet provides information on how to properly submit each form. It is very important that grantees carefully follow the instructions for submitting these required forms in order to avoid delaying grant payment. If all paperwork is properly submitted by November 15, 2003, grantees can anticipate disbursement of funds within 4 – 6 weeks.

Upon receipt of your contract materials, I will send you information regarding the grant reporting requirements. Please note the funds awarded under this program are disbursed at 90% upon Governor and Executive Council acceptance and 10% upon submission of completion reports. This letter is authorization for your grant activities to commence immediately.

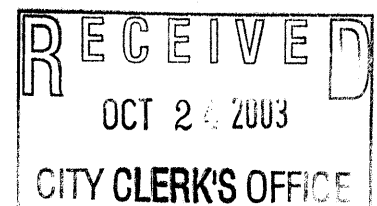
I can provide you with written reviewer comments concerning your proposal should you wish to receive them. I was very impressed with your proposal, and am confident that projects such as yours will help to preserve New Hampshire's long and distinguished cultural heritage. Again, my sincere congratulations to you, and best wishes for the continued growth and success of your organization.

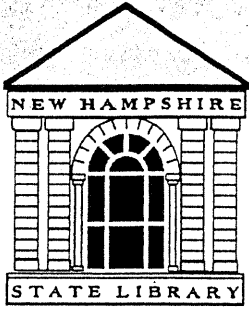
Thank you for processing the enclosed contract materials promptly. If you have any questions, please contact me at 271-2393.

Sincerely,


Janet Eklund
Administrator of Library Operations

Enclosure





Instructions to Grantees

Grant Agreements to Organizations

What's all this paperwork and what do I do with it?

The following contract materials are needed to process your grant payment:

- ☒ Grant Agreement
- ☐ Alternate W-9 Form
- ☐ Certificate of Board Resolution Form (For organizations receiving more than \$5,000)
- ☒ Certificate of Municipality (For towns and cities only)
- ☒ Organization Financial Statement (For organizations receiving more than \$5,000)
- ☒ Grantee Information Form (For organizations receiving more than \$5,000)
- ☒ Certificate of Good Standing with the State of New Hampshire

Grant Agreement

Enclosed are two copies of the grant agreement signed by State Librarian, Michael York. Sign and date both agreements in front of a notary *so the dates are the same*. Keep one copy for your files and return one to the State Library.

Alternate W-9 Form

Enclosed is a blank State of New Hampshire Alternate W-9 form. Complete this form and return to the State Library. Keep a copy for your files.

Certificate of Board Resolution

Enclosed is a blank Certificate of Board Resolution. This form is for organizations receiving more than \$5,000 from the New Hampshire State Library within a fiscal year. If your grant is less than \$5,000, you do not have to complete this form. It designates who is authorized to enter into agreements and contracts for your organization. Dates are VERY IMPORTANT on this form! The date of your board meeting to appoint the legal signer must be either before or the same day that you sign all the other grant documents (not after). Sign and notarize the Certificate of Board Resolution before or on the same day you sign and notarize the grant agreement. Keep a copy for your files.

1. It is important that the person signing the Certificate of Board Resolution be previously authorized to do so by the board.
2. Where the secretary or clerk is to sign, this must be the secretary or clerk to the board. This name should be listed on the Board of Directors list as such.

Certificate of Municipality

This certificate applies only to grantees that are towns and cities. Towns and cities receiving grants must submit a copy of their certificate of municipality. This certificate designates who is authorized by the town or city to enter into agreements and contracts.

Organization Financial Statement

Submit a one-page financial statement of your organization's most recently completed fiscal year. If your grant is less than \$5,000, you do not have to submit a financial statement.

Grantee Information Form

Enclosed is a blank form that must be completed by the grantee. This form is for organizations receiving more than \$5,000 from the New Hampshire State Library within a fiscal year. If your grant is less than \$5,000, you do not have to complete this form. This information is required by the Governor and Executive Council and the State of New Hampshire's Administrative Services. Keep a copy for your files.

Certificate of Good Standing

All grantees must submit this form. Submit a copy of this certificate. If you do not already have a Certificate of Good Standing with the State of New Hampshire, grantees can receive one within 24 hours by following these procedures:

1. Fax a letter to 271-3247 to the NH Secretary of State/Attention: Lorry on your organization's letterhead requesting the certificate.
2. Include a return fax number and contact name and phone number in the letter.
3. A faxed certificate will be sent to you within 24 hours. An original certificate will be mailed to you within 4-7 business days.
4. You will receive an invoice for \$30 with the original certificate
5. If you do not have a fax machine, call 271-3244 to make your request over the telephone.

Payment

Processing grant payments usually takes four to six weeks from the time we receive correctly completed contract materials.

Crediting the New Hampshire State Library

As stated in the grant agreement, you are required to acknowledge the support of the Department of Cultural Resources/New Hampshire State Library on any materials promoting your project.

Reporting Requirements

When grant payments have been processed, a Final Report Form will be mailed to you with instructions. The Final Report should be completed and mailed to the State Library before August 30, 2004. Grantees will be required to submit at least four (4) color photographs documenting project activities with the Final Report.

If you have any questions, please call Janet Eklund at 271-2393.

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GRANT AGREEMENT
Department of Cultural Resources
NEW HAMPSHIRE STATE LIBRARY

This agreement between the State of New Hampshire, Department of Cultural Resources, New Hampshire State Library (hereinafter "State Library") and City of Manchester, New Hampshire (hereinafter "Grantee") is to witness receipt of funds subject to the following conditions:

1. GRANT PERIOD: State of New Hampshire Fiscal Year 2004

2. OBLIGATION OF THE GRANTEE: The Grantee agrees to accept \$6,682.00 and apply it to the program entitled "Restoration of the Manchester Common Council Records 1856-1915" described in the Grantee's Conservation Grant Program grant application and budget. In the performance of this grant agreement the Grantee is in all respects an independent contractor and is neither an agent nor employee of the State.

Funding credit must appear in all programs, publicity, and promotional materials. We suggest the following wording:

"This preservation project has been made possible through funds received from the sale of the New Hampshire Conservation License Plate and administered by the New Hampshire State Library, a division of the New Hampshire Department of Cultural Resources."

The Grantee agrees to abide by the limitations, conditions and procedure outlined herein and in the grant application. If appropriated funds for this grants program are reduced or terminated (including a reduction by the NH Conservation License Plate Advisory Committee), all payments under this grant may cease. That determination rests within the sole discretion of the Commissioner of Cultural Resources.

3. PAYMENT: Payment will be made following Governor and Executive Council approval of a signed agreement in the amount of ninety percent (90%) and in the amount of ten percent (10%) upon receipt of completion reports.

4. FINAL REPORT: The Grantee agrees to submit a final financial and narrative report on a form provided by the State Library August 30, 2004. Failure to submit the final report will render the Grantee ineligible for future Conservation Grant Program funding.

5. SOVERIGN IMMUNITY: No provision of this contract is to be deemed a waiver of sovereign immunity by the State of New Hampshire.

STATE LIBRARY

Michael C. York 10/20/03

Michael C. York, State Librarian Date

Approved as to form, substance & execution

Office of the Attorney General Date

GRANTEE

Organization _____

Address _____

Authorized Signature Date

Printed Name

STATE OF NEW HAMPSHIRE, COUNTY OF _____

The foregoing statement was acknowledged before me this
_____ day of _____ 20____.

Signature of Notary Public

Commission Expires



GRANT AGREEMENT
Department of Cultural Resources
NEW HAMPSHIRE STATE LIBRARY

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STATE LIBRARY

Michael York 10/20/03

Michael C. York, State Librarian Date

Approved as to form, substance & execution

Office of the Attorney General Date

GRANTEE

Organization _____

Address _____

Authorized Signature Date

Printed Name

STATE OF NEW HAMPSHIRE, COUNTY OF _____

The foregoing statement was acknowledged before me this
_____ day of _____ 20____.

Signature of Notary Public

Commission Expires

Name of Organization: _____

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CIP BUDGET AUTHORIZATION

CIP #: 810704 Project Year: 2004 CIP Resolution: 6/9/2003
 Title: Archival Conservation Grant Amending Resolution: 11/5/2003
 Administering Department: City Clerk's Office Revision:

Project Description: Funding to allow for restoration and archiving of City records pertaining to the Manchester Common Council Circa 1856-1915.

Federal Grants Federal Grant: No **Environmental** Review Required: No
 Grant Executed: Completed:

Critical Events

1	Program Initiation - Contingent upon Governor & Executive Council Approval	
2	Program Completion	06/30/04
3		
4		
5		

Expected Completion Date: 6/30/2004

Line Item Budget

	OTHER			TOTAL
Salaries and Wages	\$0.00	\$0.00	\$0.00	\$0.00
Fringes	\$0.00	\$0.00	\$0.00	\$0.00
Design/Engineering	\$0.00	\$0.00	\$0.00	\$0.00
Planning	\$0.00	\$0.00	\$0.00	\$0.00
Consultant Fees	\$0.00	\$0.00	\$0.00	\$0.00
Construction Admin	\$0.00	\$0.00	\$0.00	\$0.00
Land Acquisition	\$0.00	\$0.00	\$0.00	\$0.00
Equipment	\$0.00	\$0.00	\$0.00	\$0.00
Overhead	\$0.00	\$0.00	\$0.00	\$0.00
Construction Contracts	\$0.00	\$0.00	\$0.00	\$0.00
Other	\$6,682.00	\$0.00	\$0.00	\$6,682.00
TOTAL	\$6,682.00	\$0.00	\$0.00	\$6,682.00

Revisions

COMMENTS

Funds received from New Hampshire State Library.